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ABSTRACT

This guide contains thirteen units of instruction designed to illustrate how to get a job. Unit titles are (1) Offer Your Best Ability, (2) Follow Your Interests, (3) Put Your Talent to Work, (4) Make Your Classwork Pay, (5) Use Your Past Experience, (6) Check Out Business Needs, (7) Offer to Do Odd Jobs, (8) Offer a Special Service, (9) Believe in Yourself, (10) See Someone Who Counts, (11) Show How You Can Help, (12) Ask for a Tryout, and (13) Keep Trying. Each unit presents a story which describes how a teenager got a job. Following each story are questions and puzzles. The guide concludes with a job hunters kit that contains a question sheet designed to illustrate questions the student should ask, an inventory sheet designed to illustrate what the student has to offer, and a plan of action designed to help the student determine where to ask for work. (LRA)

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Get Hired!

13 Ways To Get a Job

Durlynn Anema

Photographs by Herbert C. Brodahl

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Don't Get Fired!
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Introduction

One day, two teenagers popped into our doorway. One of them shouted, "Are you hiring?" One of our office workers answered, "No!" The teenagers went away.

Now it just so happened that we could have used some help. We had a lot of orders to fill. We could have used someone to help pack books.

But our office worker didn't know that. Only the people in the warehouse knew.

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The teenagers should have found out something about us before they came looking for work. They might have ended up with a job.

Well, it's too late to help them. But I got to thinking that we should put out a book to help teenagers who are looking for work. I asked Durlynn Anema to write the book for us. Ms. Anema knows a lot about teenagers and about the world of work.

Ms. Anema went out and talked to many working teenagers. She also talked to their bosses. She found out that most of the teens had talked their way into their jobs. Their bosses hadn't even been looking for help!

Later, Ms. Anema wrote 13 stories about working teens. The stories tell how the teenagers got their jobs.

Part of each story is written in the form of a skit. You might enjoy reading the skits out loud or acting them out. Besides being fun to do, this will give you practice* in asking for a job.

Along with the stories you will find questions to answer, and puzzles to do. At the end of the book there are some charts to fill in. All of these will help you in your search for a job. Happy hunting!

Charles Kahn,

Charles H. Kahn

Editor-in-Chief

*Words that are underlined are respelled at the bottom of the page. The respellings show how to say the word. For example: **practice** (PRAK tuhs)

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UNIT ONE

Offer Your Best Ability

Mark was out of money. He didn't have enough to pay for his next body building lesson. Just when he was doing so well.

"What can I do?" Mark asked himself.

Whenever he had needed money before, he just asked his mother or father. But these days, they had no money to spare.

"Wait a minute," Mark said to himself. "I can get a job. . . . But what kind of job? What kind of work could I do?"

Mark asked his father for some ideas. "So you want a job," his father said. "Well, why not cash in on your new ability? You're pretty strong now. You can lift and move heavy boxes. Why don't you see if any of the warehouses on Wheeler Road can use you."

"You mean just walk in and ask for a job?" Mark asked.

"Go see what you can find out about each place first. Like who runs the warehouse. Then call and ask if you can see that person."

Mark spent an afternoon visiting warehouses. A few days later he had an appointment with the owner of a book company.

ability (uh BIL uht ee)
warehouses (WAIR howz uhs)
appointment (uh POINT muhnt)

Fact Finders

Circle your answer.

1. Mark needs money to:
   a. buy a car
   b. continue his lessons
   c. pay back his father
2. Mark's best ability is:
   a. lifting and moving
   b. driving cars and trucks
   c. writing books
3. Mark's father thinks he could best find a job in:
   a. a fast food place
   b. a warehouse
   c. an office

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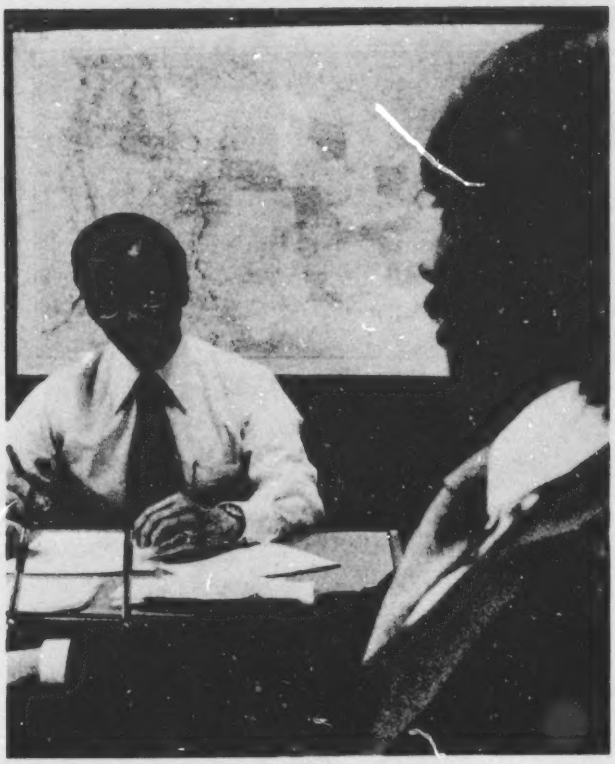
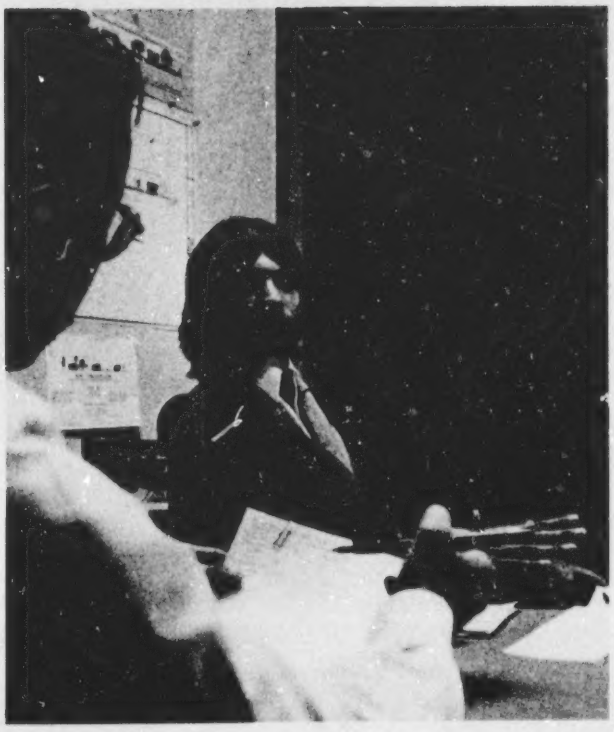
Mark Uses His Muscles





The time is 9:00 a.m. on a summer morning. Mark is talking to the receptionist at the Bolltown Book Company.

MARK: My name is Mark Jones. I have an appointment with Mr. Chin.

RECEPTIONIST: I'll ring for Mr. Chin. He is expecting you. *(She presses a button on her desk. Mr. Chin comes in.)*

MR. CHIN: You must be Mark Jones. Happy to meet you.

MARK: *(shaking Mr. Chin's hand)* Glad to meet you, too, Mr. Chin. Thanks for seeing me.

MR. CHIN: Come on into my office. *(They enter the office and sit down.)*

MARK: This is a nice office.

MR. CHIN: Thank you. . . . You said on the phone you had an ability we could use in our warehouse. What did you mean?

MARK: Well, sir . . . I've been checking out different warehouses around here to see if I could get a job. I found that most of them have men working full time. But you don't.

MR. CHIN: That's right.

MARK: Well . . . I was looking around your warehouse the other day. I saw all those heavy boxes you have back there. And I found out that you can use someone strong when you're filling lots of orders.

MR. CHIN: *(smiling)* I can see you took the trouble to find out a lot about us before you called me. What did you do? Ask the people around here?

MARK: Yes, sir. There was a lady back in the warehouse the other day. I asked her

receptionist (ri SEP shuhn uhst)
expecting (ik SPEKT ing)

8

about those boxes. She said you don't need full-time help, but you sure could use someone strong on some days.

MR. CHIN: That's true. And today happens to be one of those days. Our new books came in late from the printer. Now we have to rush to get them out.

MARK: I know. The lady told me you were going to be rushed. I came ready to go right to work, if you want me.

MR. CHIN: You understand it wouldn't be steady work?

MARK: That's O.K. I could come in whenever you needed me for the rest of the summer. Later, I could work after school and on weekends.

MR. CHIN: Hmmm ... you look strong. I suppose we could give you a try.

MARK: I'll work really hard, Mr. Chin. You won't be sorry, believe me.

MR. CHIN: O.K. Do you want to go home and get some work clothes on?

MARK: I brought them with me. If you have a place where I can change, I'll be ready to work in a few minutes.

MR. CHIN: *(smiling)* You've thought of everything, haven't you? O.K. After you fill in an application I'll show you where to change. Then you can put those muscles to work!

application (ap luh KAY shuhn)

Fact Finders

Circle your answer.

1. The person who hired Mark was the:
   a. warehouse worker
   b. owner
   c. receptionist
2. Mr. Chin was pleased that Mark:
   a. was a weight lifter
   b. wore good clothes
   c. knew what the company needed
3. Mark found out about the job by:
   a. reading want ads
   b. asking friends
   c. visiting warehouses
4. Mark showed he was ready to go right to work because he:
   a. smiled and was polite
   b. had his work clothes with him
   c. asked for a hard job

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THINK TANK

Deep Think

1. What important things did Mark do before he went to talk to Mr. Chin?

_____

_____

_____

_____

_____

2. What important things did Mark say to Mr. Chin?

_____

_____

_____

_____

_____

3. What special ability do you have that might help you get a job?

_____

_____

_____

_____

_____

4. What kinds of places might be able to use your ability?

_____

_____

_____

_____

_____

Puzzler

The list on the top names 10 abilities. The list on the bottom names 10 places that hire workers. After each ability, write the letter of the place where a person with that ability might find a job. The first is done for you.

Abilities

1. Good with children h
2. Good with plants and flowers ___
3. Good at selling ___
4. Good at baking ___
5. Good at sewing ___
6. Good at waxing and buffing ___
7. Good at cooking ___
8. Good at lifting heavy things ___
9. Good at fixing cars ___
10. Good with old or sick people ___

Places

a. Service station
b. Clothing maker
c. Warehouse
d. Gardener
e. Restaurant
f. Department store
g. Nursing home
h. Playground
i. Office cleaning company
j. Bakery

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UNIT TWO

Follow Your Interests

Melissa loved motorcycles. She loved to look at them. She loved to ride them. She loved to repair them.

When Melissa was old enough to work she saved most of her money. Then she bought her own motorcycle. It was missing some parts. It didn't even run. But it was hers.

Melissa worked on the motorcycle whenever she could. She bought parts when she had enough money to pay for them. In six months, she had the bike running.

Melissa decided that she wanted to work on motorcycles for the rest of her life. And she wanted to start right now, instead of waiting until she was out of school. So she went to a motorcycle repair shop to ask for a part-time job.

Melissa was scared. She didn't know what to say. But she wanted the job so badly she decided just to go and see what would happen.

---

motorcycles (MOAT uhr sigh kuhls)

Fact Finders

1. Melissa's love for motorcycles started when she:
   a. was at a car wash
   b. got her first job
   c. was a young girl
2. The repairs on Melissa's first motorcycle were done by:
   a. her father
   b. herself
   c. her neighbor
3. Melissa was scared about asking for a job at the motorcycle shop because she:
   a. didn't know much about motorcycles
   b. didn't know what to say
   c. didn't know whom to see

Melissa Becomes a Mechanic

The time is 3:00 p.m. The place is Steve's Motorcycle Repair Shop. Melissa has come quietly into the shop. She is now standing behind the b··sy owner, waiting to be noticed.

STEVE: *(He turns for a tool and notices Melissa.)* Oh, hello. I didn't know you were there. Can I help you?

MELISSA: Hi. *(She looks around the shop.)* Looks like you have a lot of work here.

STEVE: I sure do. I don't think I'll ever catch up with all my repairs.

MELISSA: Wow . . . sure looks like fun.

STEVE: I used to think so too. I still like it, but I don't think I'll ever catch up.

MELISSA: I'd sure like to be able to do this kind of work.

STEVE: I could use the help. *(He looks more closely at Melissa.)* Do I know you from somewhere? You look familiar.

MELISSA: Yes, I come in here for parts. I've got a Yamaha I bought last year. You sold me some parts for it.

STEVE: Now I remember. Say, how's that bike running?

MELISSA: Great! I took it out to the course the other day and burned up the track. I'd really like to get a bigger one, but I need to make some money first.

STEVE: Some good bikes come through here and sometimes they're up for sale. I'll keep you in mind. *(He starts to go back to work on the motorcycle.)*

MELISSA: Say, Steve . . . er . . . what would you think about me helping you here? I'd work really hard.

familiar (fuh MIL yuhr)

12

STEVE: *(He looks surprised.)* I never thought about it. Is that why you came in here?

MELISSA: It sure is. I mean, I really would like to have a job here. I don't care what I do so long as I work on motorcycles. What do you think? Will you give me a chance?

STEVE: *(He starts to laugh.)* Hey, hold up there. Give me a chance to think about this. So, you'd like a job? How long could you work?

MELISSA: *(getting excited)* I get off school at two and could be here by three or before. And I could work all day Saturday and during every vacation and . . .

STEVE: Hold on there. Just slow down. Maybe I will try you. I have too much work for one person. And I can't afford a full-time mechanic. Why don't you come in for a few days and show me what you can do. Then we can talk about it.

MELISSA: Oh wow, Steve. Oh, that's great. Do you want me to start right now? I can help on some small stuff right now.

STEVE: *(smiling)* Sure. That would be fine. I can't pay you for today though.

MELISSA: Oh, I don't care. I'd just like to help.

STEVE: O.K. *(He puts out his hand for a handshake.)* Do you know you haven't even told me your name?

Fact Finders

1. Melissa wanted to work on:
   a. trucks and cars
   b. motorcycles
   c. bicycles
2. Steve was:
   a. keeping up with all the work
   b. falling behind in his work
   c. not getting much work
3. Melissa used to come to Steve's shop to:
   a. have her motorcycle repaired
   b. buy a new motorcycle
   c. buy parts for her motorcycle
4. Melissa was so excited she forgot to:
   a. thank Steve
   b. tell Steve her name
   c. bring her tools

mechanic (mi KAN ik)

THINK TANK

Deep Think

1. Why was it all right for Melissa to go right in to see Steve, instead of calling for an appointment?

_____

_____

_____

_____

2. Why do you think Steve was willing to give Melissa a try?

_____

_____

_____

_____

3. What are some interests of yours that might lead to a job?

_____

_____

_____

_____

4. What kinds of places might be able to use someone with your interests?

_____

_____

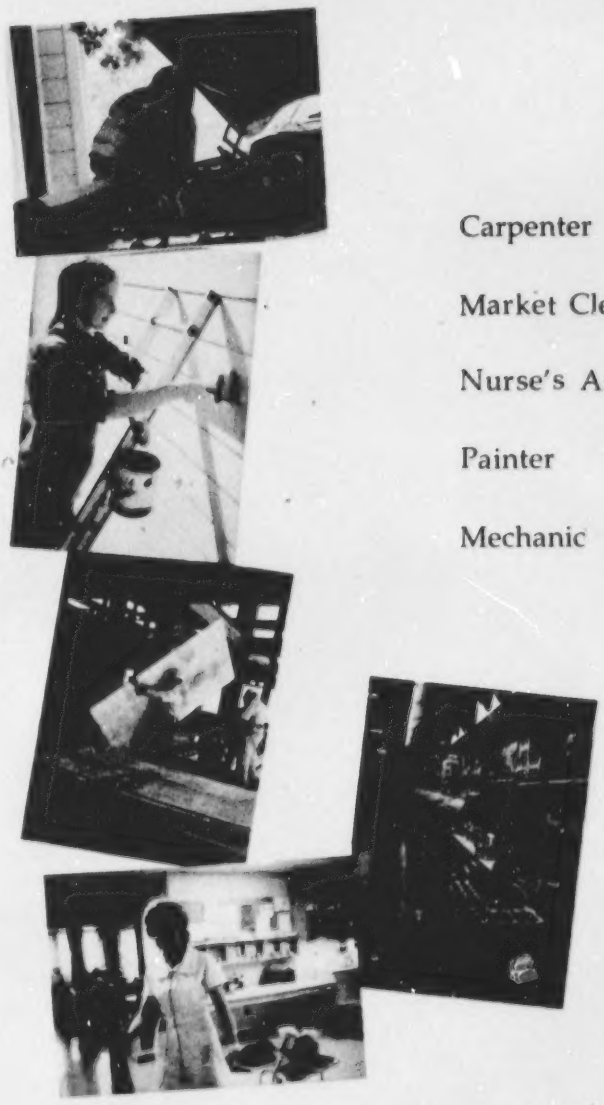
_____

_____

Puzzler

Some working people hire young men and women as helpers. Being a helper is a good way for young people to make money, learn skills, and find out what kind of work interests them.

Each picture below shows a helper at work. Draw a line from the picture to the worker he or she is probably helping.



Carpenter

Market Clerk

Nurse's Aide

Painter

Mechanic

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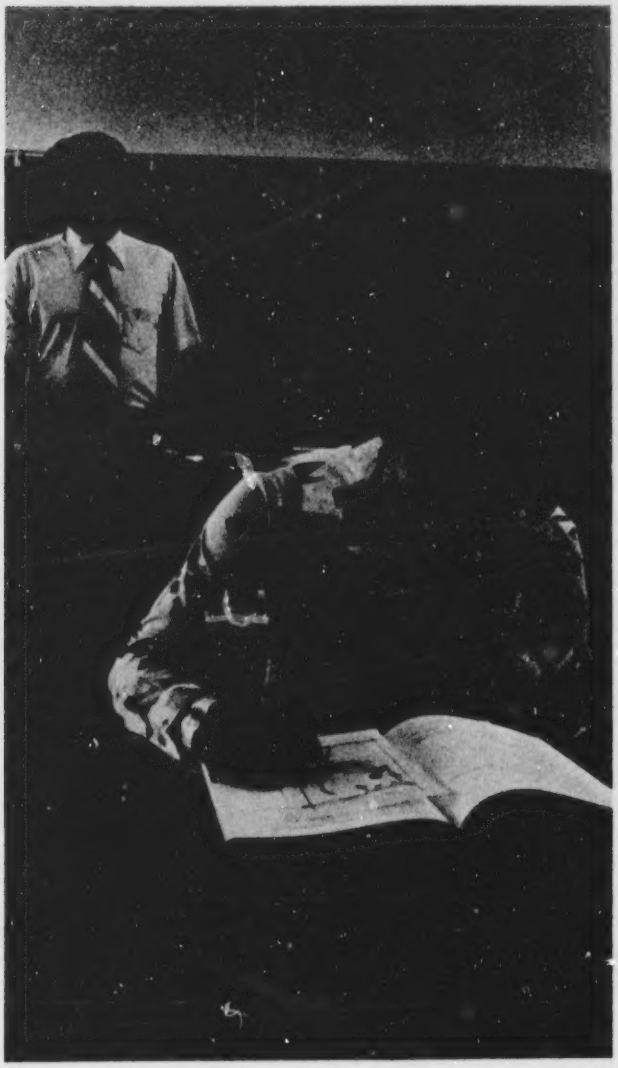
UNIT THREE

Put Your Talent To Work



Armando liked to draw and paint pictures for his mother. But she often told him he was wasting his time. "These pictures won't help you get a job," she would say.

Armando thought that was probably true. But he went on drawing anyway. In high school he took as many art classes as he could.

In ninth grade Armando took woodshop. He hoped to combine his art with woodworking.

Armando didn't do well in any other school subjects. Reading was hard for him and math was even worse. If it weren't for art and woodworking, he would probably quit school.

One day Armando's math teacher told him for the third time to quit drawing and start doing his math work. Armando kept on drawing. He thought, "Doesn't Mr. Rogers understand that I can't do the math?"

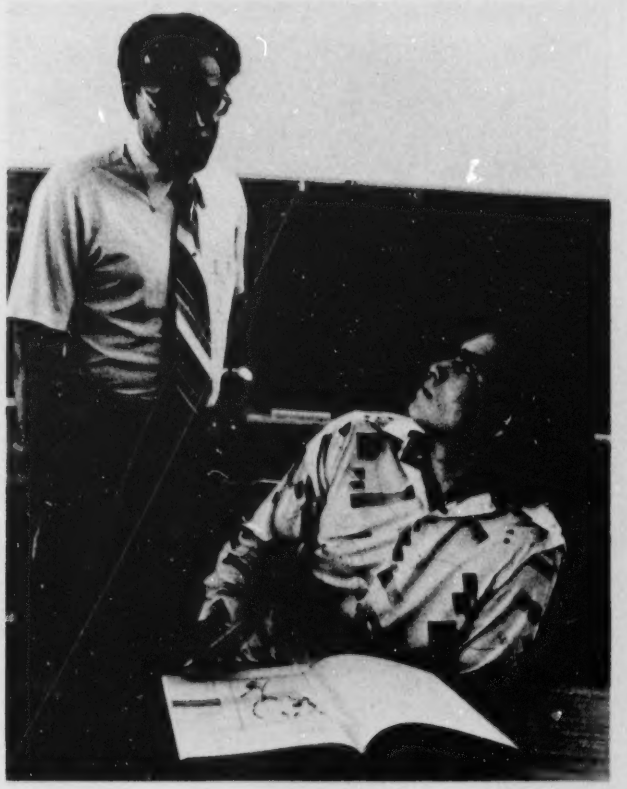
The math teacher didn't understand. He sent Armando to see the vice principal.

probably (PRAHB uh blee)
vice principal (VIGHS PRIN suh puhl)

Fact Finders

1. Armando liked to:
   a. read and write
   b. draw and paint
   c. swim and hike
2. Armando wanted to combine his art with:
   a. reading
   b. math
   c. woodworking
3. Armando was sent to the office for:
   a. drawing during math
   b. talking during math
   c. eating during math

Armando's Art Will Sell



The time is 10:30 a.m.. The place is the office of Ms. Flores, the vice principal. Ms. Flores is looking at Armando's drawing.

MS. FLORES: This is good. Do you like to draw animals?

ARMANDO: I like to draw everything.

MS. FLORES: You do? You mean you have drawn a lot more of these?

ARMANDO: Oh, yes. I draw all the time. That's why my math and reading teachers are on my case all the time.

MS. FLORES: I imagine your *art teachers* are never on your case. *(Armando nods his head.)* What other courses do you take?

ARMANDO: I take woodshop.

MS. FLORES: And do you like that?

ARMANDO: Oh, yes. You should see what I've been making. *(He digs into his pocket and pulls out a small wooden plaque with a picture on it.)* I've been trying to do these. They're little pictures on wood. *(He hands the plaque to Ms. Flores.)*

MS. FLORES: This is very good.

ARMANDO: Thank you.

MS. FLORES: Have you made these before?

ARMANDO: I've been trying for a long time. I think I finally know how.

MS. FLORES: You certainly do know how. Do you know how much these cost in a store?

ARMANDO: No, Ms. Flores.

MS. FLORES: A lot. You should make these

---

plaque (PLAK)

and sell them. I have several friends who would buy these to put in their homes. I bet you could sell a lot of these.

ARMANDO: That's what one of my mom's friends said. But my mom said that was dumb . . . I'd sure like to make these for money. Then maybe I could drop out of school and do it all the time.

MS. FLORES: Armando, you could make lots of plaques and still stay in school. After all, how would you be able to take care of your business if you didn't know math and reading?

ARMANDO: Well . . . I guess I never thought of that.

MS. FLORES: I think you have found a way to make money from your talent, Armando. And if you come back during your lunch hour I'll help you figure out how to get started. But right now, I think you better get back to that math class if you're going to become a businessman. O.K.?

ARMANDO: O.K., Ms. Flores. And thanks.

business (BIZ niss)

Fact Finders

1. Armando's best subject in school was:
   a. art
   b. math
   c. reading
2. Before Armando could make good plaques he had to:
   a. ask his mother for help
   b. talk to the vice principal
   c. work at it for a long time
3. Ms. Flores told Armando he could:
   a. draw in the math class
   b. give the plaques away
   c. sell the plaques
4. Armando decided to stay in school because:
   a. he liked his teachers
   b. he needed math and reading
   c. his mother said he had to

THINK TANK

Deep Think

1. Why did Ms. Flores think that Armando could make money selling his wooden plaques?

2. Why would math and reading be important to Armando as a businessman?

3. What special talent or talents do you have?

4. How might you use your talent to earn some money?

Puzzler

Here is one of the plaques that Armando made. Connect the numbers on the plaque to make a picture. Later, you might want to add color with crayons or felt pens.

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UNIT FOUR

Make Your Classwork Pay

Janet was having a hard time filling out her school program. She needed one more class, but couldn't decide what to take. She was tired of the usual sewing and cooking classes.

Janet wished there were more P.E. classes she could take, but there weren't. She looked down the list of classes. Something caught her eye: *How to Referee*.

That looked good. Janet enjoyed going to games at school and she played some sports. It would be fun to learn how to referee.

Janet took the class and was happy with it. She learned the rules of basketball, volleyball, and other games. She learned how to be a referee.

At the end of one class, the teacher said, "The recreation department needs a number of referees. They are holding interviews on Wednesday afternoon at 4:00 p.m. Anyone interested?"

Janet raised her hand. "At last," she thought, "one of my classes is going to pay off."

referee (ref uh REE)
recreation (rek ree AY shuhn)
interviews (INT uhr vyoos)

Fact Finders

1. Janet seems to have an interest and ability in:
   a. art
   b. sports
   c. cooking
2. She took a class to learn how to:
   a. play basketball
   b. be a sports writer
   c. be a referee at games
3. The department in Janet's town that needed some referees was the:
   a. police department
   b. recreation department
   c. welfare department

Janet Faces the Interviewers

The time is 4:15 p.m. The place is the Belltown Recreation Center. Janet is sitting before three interviewers.

MS. ARMSTRONG: Hello, Janet. My name is Melba Armstrong. This is Mr. Sing. *(She turns left.)* And this is Mr. Sarnoff. *(She turns right.)*

JANET: Hello.

MS. ARMSTRONG: We are going to ask you a little about yourself. Then we'll ask you to take a written test.

JANET: *(worried)* A test? . . . Oh . . . O.K.

MR. SARNOFF: Is something wrong?

JANET: No, Sir. It's just that I didn't know there was going to be a written test. I don't do too well on tests.

MR. SARNOFF: Well, you know, we have to be sure people know all the rules . . . because players will argue about them.

---

interviewers (INT uhr vyoo uhrs)

20

JANET: Oh, I know. Because I play a lot of sports myself. And I go to a lot of games. But I learned a lot in class. I'm sure I could answer any questions you asked me.

MS. ARMSTRONG: I'm sure you could, Janet. But we are asking everyone else to take the test. So it wouldn't be fair not to ask you to take it, would it?

JANET: No, Miss Armstrong, I guess not. It's just that . . . well . . . I don't read too well. I'm afraid I may miss some questions because I can't read them.

MR. SING: Well, I'm glad you explained that Janet. Suppose we have someone help you with any words you don't know.

JANET: That would be great.

MR. SING: Would that be all right Ms. Armstrong? Mr. Sarnoff? *(They nod yes. Mr. Sarnoff writes a short note and hands it to Ms. Armstrong.)*

MR. SARNOFF: How is your attendance at school, Janet? Do you attend all the time?

JANET: Oh, sure.

MS. ARMSTRONG: Never cut classes?

JANET: *(She thinks before answering.)* I guess I've cut a few classes. But I have pretty good attendance.

MR. SING: We need to be sure you'll be at all the games we need you for. If you are late or miss a game, you affect 15 to 20 other people.

JANET: Oh, I'll be there.

MS. ARMSTRONG: O.K., Janet, here is the test we'd like you to take. And here's a note from Mr. Sarnoff to the woman in the testing room. She'll help you with any words you don't know. *(She hands Janet the test and note.)* Good luck.

attendance (uh TEN duhns)

Fact Finders

1. Janet was interviewed at the Belltown:
   a. High School
   b. Recreation Department
   c. Park Department
2. Janet was afraid to take the written test because she:
   a. didn't read too well
   b. didn't know much about sports
   c. couldn't write well
3. The interviewers wanted to know about Janet's:
   a. health
   b. grades
   c. attendance
4. Janet told them she:
   a. stayed home a lot
   b. had cut a few classes
   c. had never cut a class

THINK TANK

Deep Think

1. Why did the interviewers want to know about Janet's attendance record at school?

_____

_____

_____

_____

2. Do you think it was a good idea for Janet to tell the interviewers about her reading problem? Why or why not?

_____

_____

_____

_____

3. What classes have you taken in school or elsewhere that might help you get a job?

_____

_____

_____

_____

4. What are some places where you might use some of the things that you have learned in classes?

_____

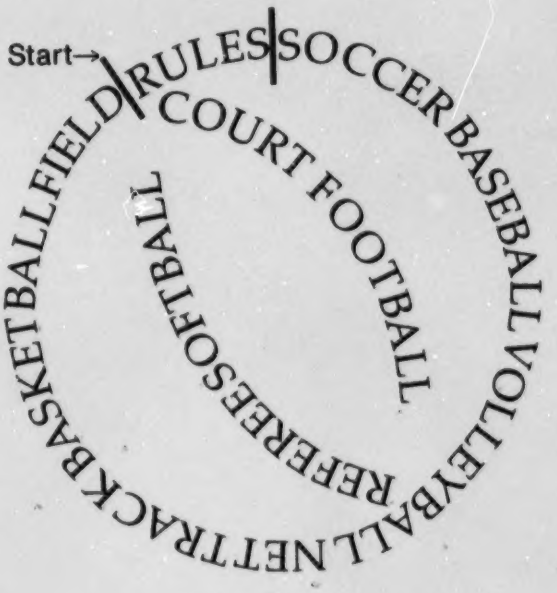
_____

_____

_____

Puzzler

The 10 words in the basketball below all have something to do with sports. Begin at *Start*. Find each word. Draw a line between the end of one word and the beginning of the next. The first one is done for you.



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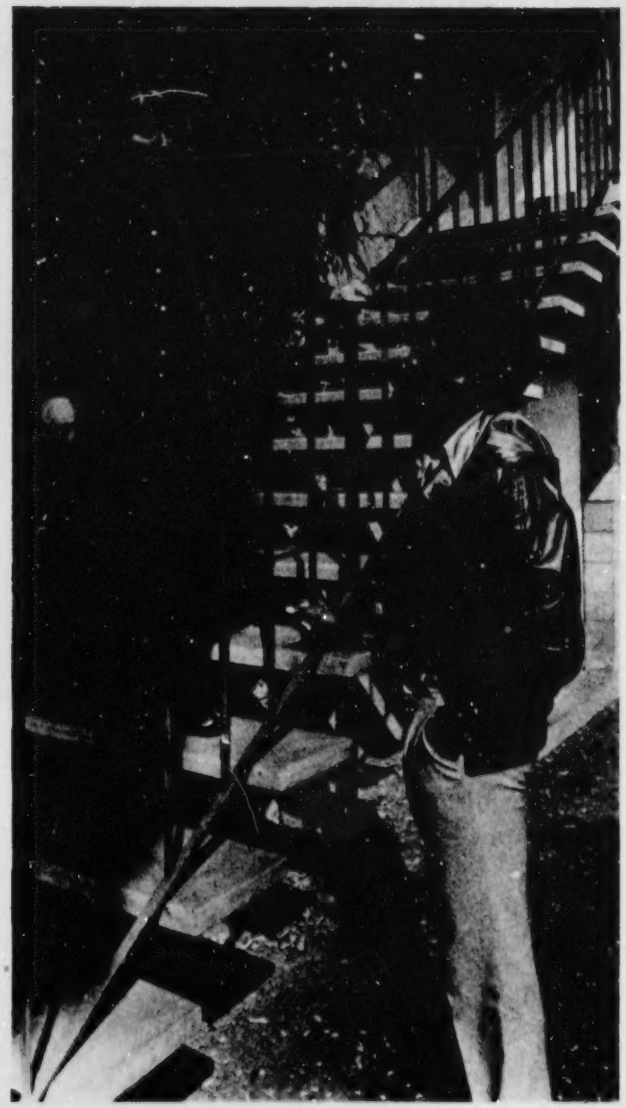
UNIT FIVE

Use Your Past Experience



"I've looked and looked for a job," said Ben. "I can't find anything. They all say I don't have any skills."

"Charlie had the same problem," said a neighbor, Mrs. Vermeer. "He looked for three months. Finally he found a job with the parks department."

"Yes," Ben mumbled. "I sure wish I could do that kind of work. I used to see those recreation leaders when I was helping out with the playground program."

"You mean you didn't get paid for your work with the city last summer?" asked Mrs. Vermeer in surprise.

"No," Ben answered, "I just volunteered to help."

"But the city pays people to work with children," said Mrs. Vermeer.

"I know. Recreation leaders and playground directors get paid but . . . Wait a minute! I can be a playground director. I've got plenty of experience."

"That's the spirit, Ben. Go get yourself a job. Only this time, make it one that pays!"

---

volunteered (vahl uhn TEERD)
director (duh REK tuhr)

Fact Finders

1. Last year, Ben helped out with the:
   a. playground program
   b. swimming program
   c. baseball program
2. Ben worked:
   a. for pay
   b. as a volunteer
   c. to get school credit
3. Volunteer work is a good way to get:
   a. money
   b. school credit
   c. experience

Volunteer Work Pays Off

The time is 9:00 a.m. on a summer morning. Ben is entering the office of Mr. Rivera, the director of the Belltown Recreation Department. Mr. Rivera rises to greet him.

MR. RIVERA: Hello there, Ben. Glad to see you again.

BEN: Hello, Mr. Rivera. It's nice to see you, too. *(The two men shake hands and sit.)*

MR. RIVERA: Well, what brings you down here? Did I understand you're looking for a job?

BEN: Yes, Mr. Rivera. I . . . I would like to work on the playgrounds this year.

MR. RIVERA: You did that last year, Ben. And you did a nice job, I might add. We'd be happy to have you back.

BEN: But this year I want to get paid.

MR. RIVERA: Oh . . . I wish we could pay you, Ben, but we don't have any paying jobs open this year.

BEN: Sir, I have a lot of experience from last year. I was out at the playground almost every day. The director out there can tell you what kind of a job I did.

MR. RIVERA: I know you did well, Ben.

BEN: And I was told that if I did volunteer a few summers I would get first chance when a job came along.

MR. RIVERA: That's true, if there is a job open.

BEN: You're opening that new playground on the south side. So there must be something for me.

MR. RIVERA: *(He looks surprised.)* How did you hear about the playground?

BEN: I figured if I was going to come ask for a job I should know what was happening in the department. So I asked around.

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MR. RIVERA: That's good, Ben. I like that.

BEN: If you remember, I helped with that New Games Day last fall and Sonya helped me a lot with what to do on a playground. When she was sick for a few days I subbed for her.

MR. RIVERA: You have had experience, Ben. I didn't remember all those things. Perhaps we can find a spot for you.

BEN: I really like working with all of you and I really will work hard. I'll ask questions if I have any problems.

MR. RIVERA: O.K., Ben. I like the way you did this. You didn't just come here and beg for a job. You knew about the new playground and you reminded me about how much you have helped us. Let me do some checking and I'll let you know. *(He pushes back from the desk and gets up.)* Thanks for coming in, Ben.

BEN: *(smiling)* Thank *you*, Mr. Rivera.

Fact Finders

1. Mr. Rivera knew Ben because:
   a. he was Ben's neighbor
   b. his son was a friend of Ben's
   c. Ben had been a playground volunteer
2. Ben was sure he could be a playground director because:
   a. he had experience at it
   b. he liked children
   c. he was good at games
3. Before he went to see Mr. Rivera, Ben:
   a. bought him a present
   b. hung out around the school yard
   c. found out what was happening
4. Mr. Rivera was impressed because Ben:
   a. liked young children
   b. knew about the new playground
   c. was a good ball player

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THINK TANK

Deep Think

1. How did Ben prepare himself for his interview with Mr. Rivera?

_____

_____

_____

_____

2. At first Mr. Rivera said there were no paying jobs. What made him change his mind?

_____

_____

_____

_____

3. What kind of work have you done as a volunteer that you might be able to do for pay?

_____

_____

_____

_____

4. What are some places in your community that might need someone with your experience?

_____

_____

_____

_____

Puzzler

Ten words form the border of the sign below. The words name places that may need volunteer help. Find each word and write it on a blank line.

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UNIT SIX

Check Out Business Needs

"Remember," said Mr. Rand, "the community has many places where you can find work. But you have to go out and find them. You can't just wait around for someone to come looking for you."

Robin listened to the speaker with interest. She wanted a job badly, and Mr. Rand was an expert on how to find a job. The school had invited him to speak to all the seniors.

Mr. Rand's main point was that you should really get to know your community before you start looking for work. He said, "Get out and look around. See what kinds of businesses there are.

"Find out what they do, how many people they employ, what kind of workers they need.

"Try to visit places that interest you. See if there isn't something you could do for them that they may never have thought of."

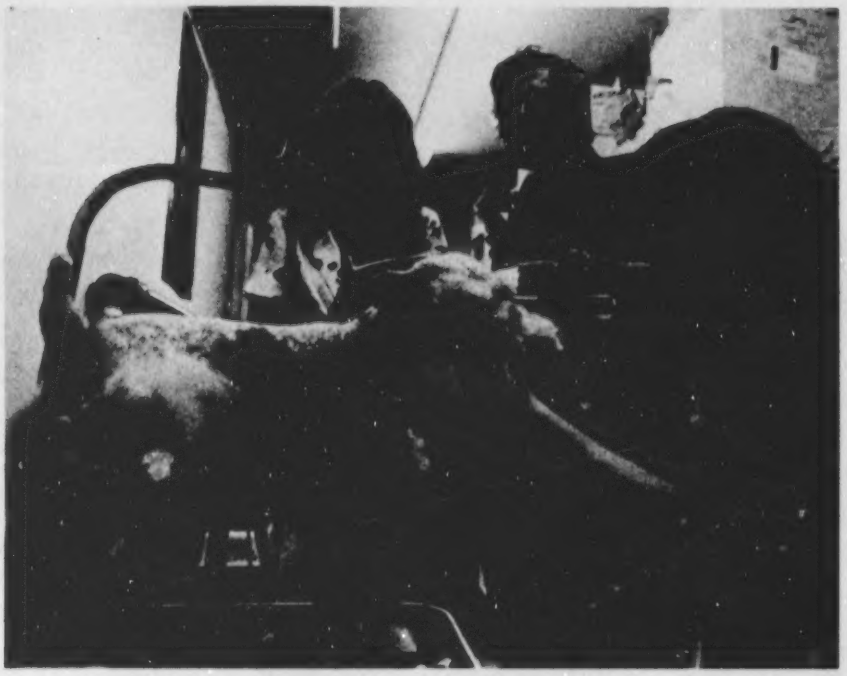
Robin decided to follow Mr. Rand's advice. After school, she took a notebook and pencil and went out to explore her community.

community (kuh MYOO nuht ee)
expert (EK spert)
employ (im PLOI)
explore (ik SPLOR)

Fact Finders

1. Mr. Rand spoke about:
   a. having fun in the city
   b. getting help in the community
   c. finding jobs in the community
2. His main point was that you should:
   a. ask your parents for help
   b. read the want ads
   c. learn what the community needs
3. When Robin goes out to explore her community she takes along:
   a. her best friend
   b. a notebook and pencil
   c. a radio

Robin Visits a Pet Shop



The time is 3:00 p.m. on a Saturday afternoon. The place is Peters' Pet Shop. Robin walks to the back of the shop where the owner and his helper are grooming a dog.

ROBIN: Excuse me, Sir. I'm Robin Torres. Could I speak with you for a few minutes?

MR. PETERS: I suppose so, Miss Torres, so long as Fifi here doesn't mind. *(The helper goes on grooming the dog.)* What can I do for you?

ROBIN: I was wondering if I could ask you some questions about your business.

MR. PETERS: What is it for?

ROBIN: I'm out asking questions about my community. I want to get a job and I heard the best way to get a job is to know who does what in my community.

MR. PETERS: Sounds like a good idea. What have you found out so far?

ROBIN: I found out that three new businesses have opened in the last six months—a seafood restaurant, a car repair shop, and a sporting goods store.

MR. PETERS: Is that so? Tell me more.

ROBIN: The sporting goods store sells skiing equipment for the winter. In the warm months they sell stuff for water skiing and tennis. They want sales people who know a lot about those sports. That leaves me out.

MR. PETERS: *(smiling)* Any others?

ROBIN: Oh, lots more. The cannery has over 300 people working for them. They work on three shifts. But it's only for three months of the year. And the supermarket needs someone to put up letters on their outdoor sign and to sweep up after they close.

---

grooming (GROOM ing)

equipment (i KWIP muhnt)

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MR. PETERS: Very interesting. Now what would you like to know about my business?

ROBIN: First, how many people do you employ?

MR. PETERS: I have three people working for me. *(Robin begins to write in her notebook.)*

ROBIN: Full time?

MR. PETERS: One is full time. The other two come in part time.

ROBIN: What kind of work does each person do?

MR. PETERS: Jill here helps me groom pets and sell to customers. The others make pick-ups and deliveries, help wait on customers, clean cages, feed the animals, stock the shelves, whatever has to be done. A pet shop keeps you busy all the time.

ROBIN: *(She looks around the shop.)* I bet it does keep you busy.

MR. PETERS: Grooming alone keeps Jill and me busy all day. And the part timers are kept busy, too.

ROBIN: Maybe you'll need more help pretty soon.

MR. PETERS: Could be, the way we're growing.

ROBIN: Could I leave my name in case you have an opening? I'm very good with animals.

MR. PETERS: Sure. The way business is booming you may hear from me very soon.

ROBIN: *(She hands Mr. Peters a card with her name, address, and phone number.)* Thank you for your time Mr. Peters.

MR. PETERS: My pleasure, Miss Torres.

---

customers (KUHS tuh muhrs)
deliveries (di LIV uh rees)

Fact Finders

1. Robin found out that her town had three new:
   a. hospitals
   b. businesses
   c. schools
2. The business that needed someone to put up letters on an outdoor sign was the:
   a. cannery
   b. pet shop
   c. supermarket
3. Mr. Peters thought he might soon need more help because:
   a. his business was growing
   b. his helper was going to quit
   c. he wanted to stay home
4. Mr. Peters was:
   a. pleased with Robin
   b. upset with Robin
   c. angry with Robin

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THINK TANK

Deep Think

1. What did Robin do to find out about the businesses in her community?

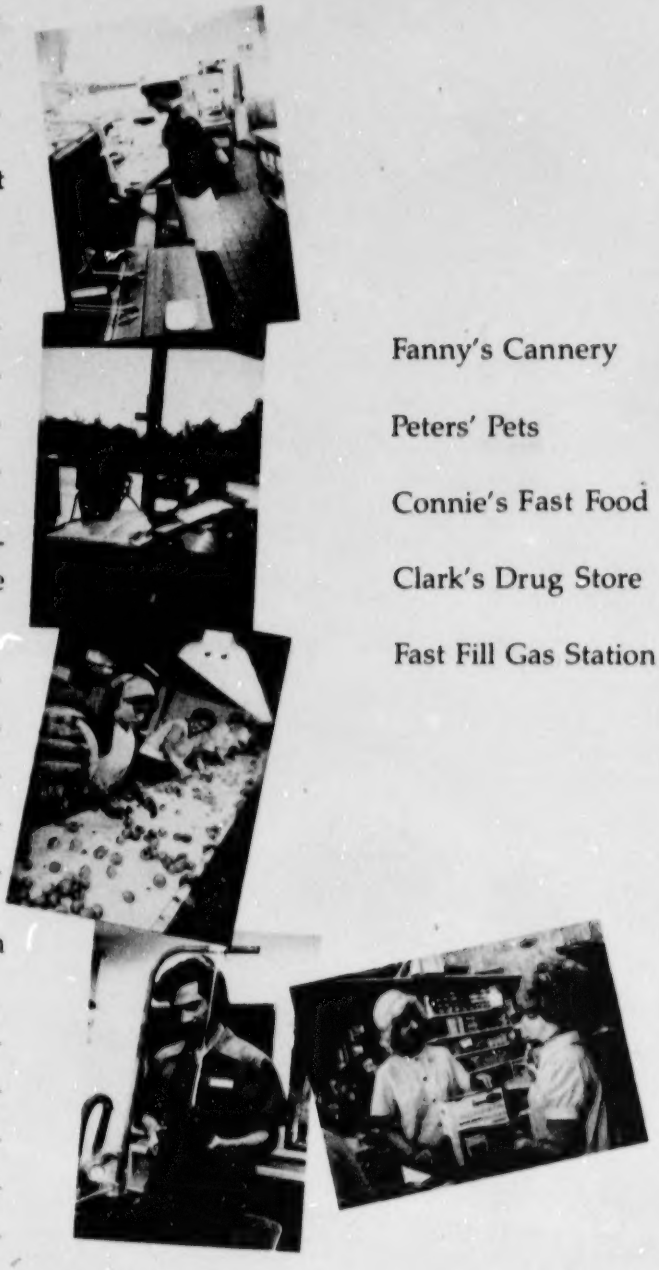
2. How might Robin's visits to different businesses help her get a job?

3. What are some businesses in your community that you would like to know more about?

4. What questions would you ask at each business?

Puzzler

The pictures below show people at work. In the middle of the pictures there is a list of businesses. Draw a line from each worker to the business they would work for.



Fanny's Cannery

Peters' Pets

Connie's Fast Food

Clark's Drug Store

Fast Fill Gas Station

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UNIT SEVEN

Offer To Do Odd Jobs

Mario was upset. He was 16 years old and couldn't find a job. Everyone had told him it would be easy to find a job when he became 16. But it wasn't.

"Mario, you look so upset," his uncle said to him one day. "What's the matter?"

"I still can't find a job," Mario said. "What can I do?"

"You can do a lot of things, Mario. Like mowing and raking lawns."

"Ah, that's baby stuff," said Mario, "I want a real job."

"Listen, Mario, that is a real job. Lots of people make a living doing things for other people—things that people don't have the time to do themselves. Or things they can't do. You look around the neighborhood. I bet you'll find lots of people who could use your services."

Mario didn't think much of his uncle's idea. He had been mowing his own lawn for years and he was tired of it. But he couldn't think of anything else to do. So he decided to look around the neighborhood and see what he could find.

neighborhood (NAY buhr hud)
services (SER vuhs uhs)

Fact Finders

1. Mario was upset because:
   a. nobody liked him
   b. he couldn't find a job
   c. schoolwork was hard
2. Mario's uncle said that Mario should see what he could do for:
   a. stores in town
   b. schools and playgrounds
   c. his neighbors
3. Mario thought that mowing lawns was:
   a. real man's work
   b. baby stuff
   c. the best thing to do

Mario Goes Into Business

The time is 10:00 a.m. on a summer day. It is one month after the day Mario talked with his uncle. Mario is standing at the doorway of a house, talking to the woman who lives there.

MARIO: Good morning. I'm Mario Molina. Here is my card. *(He hands her a business card.)*

WOMAN: *(She reads the card aloud.)* Mario Molina. Your neighborhood handyman. Yard work. Wood chopping. Simple repair. Moving. No job too small. $3.00 per hour. *(She looks up.)* Have you been working long?

MARIO: I started about a month ago in my own neighborhood. Now I work all over and am busy all the time. I found there can be a real business in helping people.

WOMAN: On your card you say, "No job too small." What do you mean by that?

MARIO: *(laughing)* I've done all sorts of things this summer. You wouldn't believe it. I pulled weeds and painted chairs. I repotted plants and fixed toys. I even dog-sat one weekend. The owners wanted to go somewhere that didn't allow pets.

WOMAN: I imagine there are many people who could use a dog-sitter now and then.

MARIO: Yes. I think I'll do more of that. It was fun and easy money.

WOMAN: Do you mainly do yard work and things like that?

MARIO: Yes. A lot of people can't do heavy yard work and they're happy to hire me. I've cut down trees, too. My friend helps me do that.

WOMAN: What do people say about your work?

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MARIO: You can call any of the people I've worked for. I asked them all if I could use them as references.

WOMAN: Well, you're an impressive young man, Mr. Molina. It sounds like you've become a real businessman.

MARIO: I feel like one, too. I'm hoping to buy a used pick-up truck. Then I'll be able to haul stuff for people. Maybe I'll hire some friends to help me.

WOMAN: Seems as though you've made a business out of selling your services.

MARIO: You're right. I never thought odd jobs could add up to well paid work, but now I know differently. More kids should go door-to-door. They'd be surprised at how much money they could make.

WOMAN: Well, I may have a job for you. Can you move some furniture around for me?

MARIO: Sure. I have to chop wood for one of my customers this afternoon, but I'm free now. Just show me what needs to be done.

references (REF uhr uhns es)
impressive (im PRES iv)

Fact Finders

1. Mario gave the woman a:
   a. friendly handshake
   b. list of references
   c. business card
2. Besides yard work, Mario also did:
   a. painting and small repairs
   b. baby sitting
   c. house cleaning
3. One of the strangest jobs Mario had was:
   a. dog sitting
   b. food shopping
   c. house sitting
4. Mario ended up thinking that selling services door-to-door was:
   a. baby stuff
   b. too hard
   c. a good business

THINK TANK

Deep Think

1. How did Mario find customers for his services?

2. What did Mario give people to be sure that they would call him when they needed him?

3. What are some things you could do for your neighbors?

4. How would you go about selling your services to people in your neighborhood or community?

Puzzler

Fill in the spaces to get an important message. Use the key below to find out which letter goes in each space. The first space is filled in for you.

Key

A	B	C	D	E	F	G	H	I	J	K	L	M
1	2	3	4	5	6	7	8	9	10	11	12	13

N	O	P	Q	R	S	T	U	V	W	X	Y	Z
14	15	16	17	18	19	20	21	22	23	24	25	26

S	E	L	L									
19	5	12	12		25	15	21	18	19	5	12	6

4	15	15	18		20	15		4	15	15	18	.

20	5	12	12		16	5	15	16	12	5		

23	8	1	20		25	15	21		3	1	14	

4	15		6	15	18		20	8	5	13	.	

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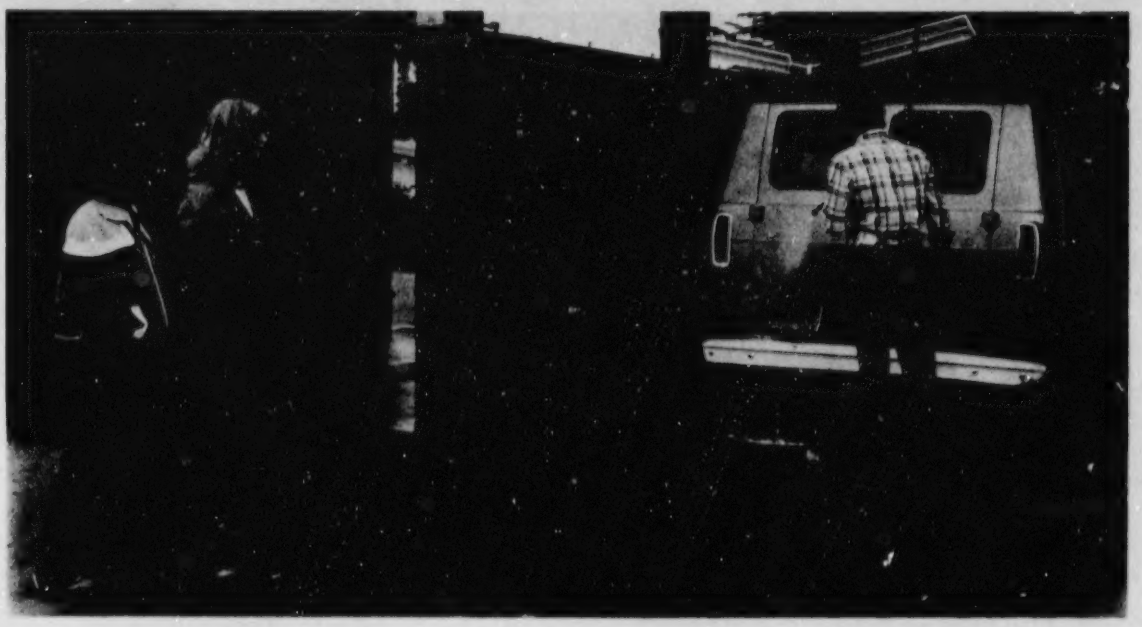
UNIT EIGHT

Offer a Special Service



"That's where it stands, Suzanna," Mrs. Hermann said. "Either you come up with the money for the insurance or you can't drive."

Suzanna didn't know what to do. "I don't know how to do any jobs," she said. "Who's going to hire me?"

Suzanna read the want ads. She called a few places. She looked around. But she couldn't find anything.

"No one wants a kid with no work skills," Suzanna said to her friend, Linda. "The only thing I can find is baby-sitting."

"Me too," Linda said. "My mom keeps telling me to look for a job that no one else wants. But what can that be?"

The girls were passing a car wash. They saw a man washing a business van. Suddenly the girls looked at each other.

"Are you thinking the same thing I am?" Suzanna asked Linda. "Yes," answered Linda, "if you're thinking we could make money washing vans!"

insurance (in SHUR uhnts)

Fact Finders

1. Suzanna needed money to pay for:
   a. car insurance
   b. health insurance
   c. new clothes
2. She was having a hard time finding work because she:
   a. was too young
   b. had too many problems
   c. had no work skills
3. Suzanna and Linda decided to try making money by:
   a. working at a car wash
   b. washing business vans
   c. driving vans

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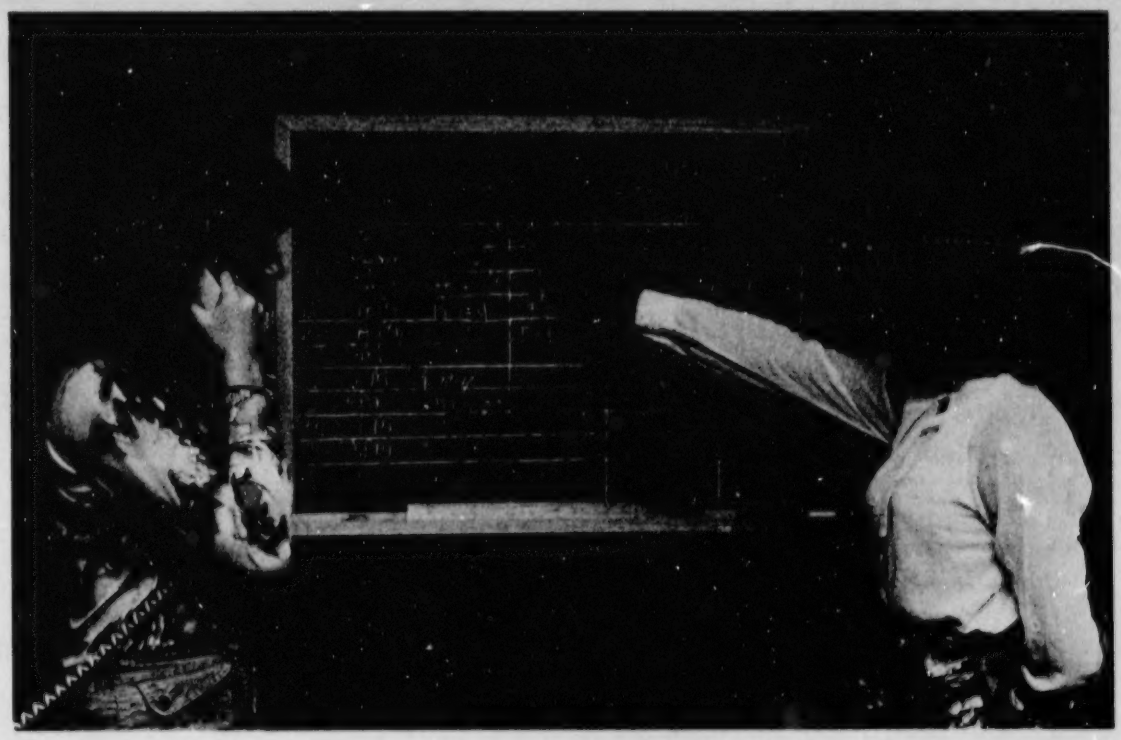
S & L Van Wash, At Your Service



The time is 8:30 a.m. on a weekday morning. The place is Suzanna's house. The telephone rings. Suzanna answers it.

SUZANNA: S & L Van Wash. We wash your van better than anyone can.

MR. MORRIS: This is Ted Morris of Morris Furniture. I understand you wash vans and pick-ups.

SUZANNA: That's right, Mr. Morris.

MR. MORRIS: I heard about your service from my friend at U-Drive Truck Rental.

SUZANNA: Oh yes, we get a lot of business from there.

MR. MORRIS: Well, I have two pick-ups and a large van. Could you schedule a washing once a week?

SUZANNA: I'd be glad to put you on our schedule, Mr. Morris. What day is good for you?

MR. MORRIS: You mean I have a choice?

SUZANNA: We have two rental places we service on Mondays and Thursdays, so another day would be better. But we could fit you in early in the morning or later in the evening.

MR. MORRIS: You sound busy.

SUZANNA: We are! Who would think that washing and polishing vans and pick-ups could be a steady business? I thought everyone went to coin washes.

MR. MORRIS: Well, I hear your prices are not too high. But even more important, you free people up to do other things.

SUZANNA: Yes, that's true. And we do high class work. Linda and I make those vans shine.

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schedule (SKEJ uhl)

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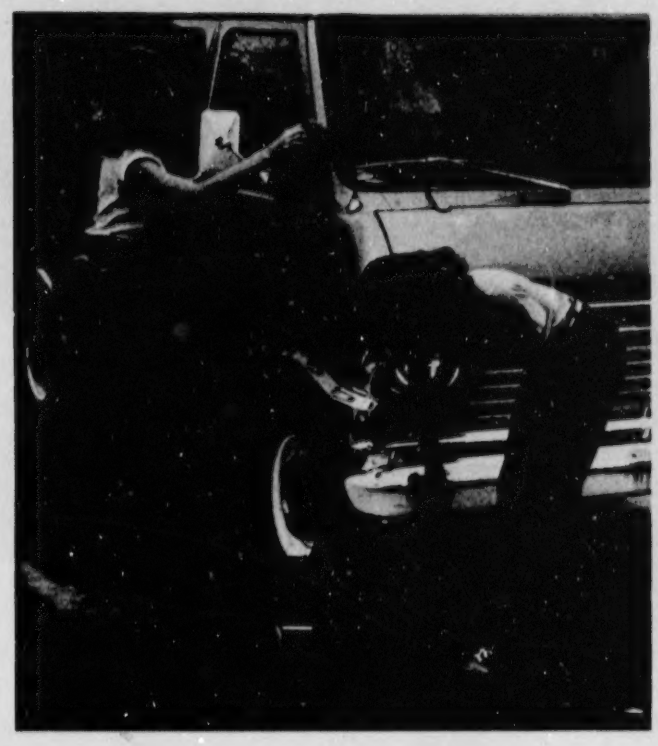

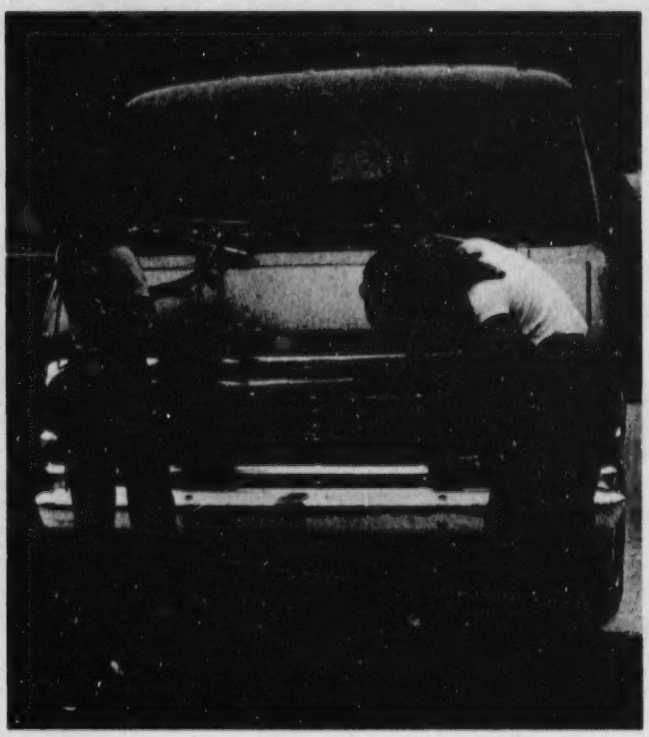

MR. MORRIS: How did two young ladies get into washing business vans?

SUZANNA: We just figured it's a job that most businesses would be happy to have someone else do. So we started asking around. Now we have almost more than we can handle.

MR. MORRIS: Well, I better get you while I still can. How about Tuesday mornings? Could you come then?

SUZANNA: About 8:00 a.m.? Is that too early?

MR. MORRIS: No, that's fine. Then you'll be finished by the time we open.

SUZANNA: Fine. May I please have your address?

MR. MORRIS: 1050 South Main Street. *(Suzanna writes down the address.)*

SUZANNA: O.K., Mr. Morris. See you at 8:00 a.m. on Tuesday. Thanks for calling us.

MR. MORRIS: You're welcome. Bye.

Fact Finders

1. Suzanna and Linda started a business called:
   a. Suzanna and Linda's Washing Service
   b. Clean-up Your Pick-up
   c. S & L Van Wash
2. Mr. Morris heard about their service from:
   a. an ad in the newspaper
   b. a friend who rents out trucks
   c. a friend of the girls
3. Two reasons that S & L Van Wash does well are:
   a. low prices and good work
   b. good looks and fast work
   c. nice smiles and sweet voices
4. Business people also like this service because:
   a. they like to see girls
   b. it frees workers for other things
   c. it is cleaner than the coin washes

THINK TANK

Deep Think

1. How does Suzanna and Linda's service differ from that of Mario? (See Unit Seven.)

2. What are the good things and the bad things about offering one special service instead of a number of different services?

3. What kind of special service might you offer to businesses or other groups in your community?

4. How would you go about getting customers for this special service?

Puzzler

People who run their own business need a schedule. Help Suzanna and Linda fill in their schedule for the week. Write in the name of the business where you think it belongs on the schedule. One is done for you.

Marty's Auto Rental ... Monday, 8–11 a.m.
Morris Furniture ..... Tuesday, 8–10 a.m.
Jack's Fast Food ..... Wednesday, 9–11 a.m.
U-Drive Rentals .....Thursday, 8–11 a.m.
Manny's TV Repair ..... Friday, 10–11 a.m.

S & L Van Wash
Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.	Marty's Auto Rental				
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 a.m.					

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UNIT NINE

Believe in Yourself

Larry wants to buy something special for his girlfriend's 16th birthday. He knows that the only way he will have enough money is if he gets a job.

But Larry is afraid to go for a job. He is afraid to speak to adults.

Larry decides to walk on Main Street. He thinks that maybe something wonderful will happen. Maybe he will find work in one of the stores.

Larry sees a sign in the window of a department store. It says:

Help Wanted
Must Like Children

"I like children," Larry says to himself. "I'm going to find out about this job."

Larry walks into the store. He sees a woman who looks like the manager. He starts walking toward her. Suddenly he gets scared. "What am I doing?" he thinks. "I don't even know what to say!"

Larry turns around and walks out. "What am I going to do?" Larry asks himself. "I want a job, but I'm afraid to try to get one. How can I get enough confidence in myself to get a job?"

manager (MAN ij uhr)
confidence (KAHN fuhd uhnts)

Fact Finders

1. Larry is afraid to talk to:
   a. his friends
   b. adults
   c. children
2. Larry's main problem is that he:
   a. laughs too much
   b. talks too much
   c. doesn't know what to say
3. What Larry needs most is:
   a. more jobs to choose from
   b. more confidence in himself
   c. nicer clothes

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Larry Becomes a Clown

Larry is in his English class at summer school. At the end of the period his teacher, Ms. Kee, says she knows about a job at a department store. On the way out, Larry stops to talk with her.

LARRY: Excuse me, Ms. Kee. Can I ask you about the Barny the Clown job?

MS. KEE: *(smiling)* Of course, Larry. Would you like to be Barny and give out candy canes to children?

LARRY: Yes, I think it would be fun.

MS. KEE: Well, here's the address and the name of the woman to see. *(She hands Larry a slip of paper.)*

LARRY: Uh, thank you, Ms. Kee. I . . . I . . . *(He looks down at the paper.)* I really want the job, but . . .

MS. KEE: What's the matter, Larry?

LARRY: Well . . . To tell you the truth, Ms. Kee, I went into this store yesterday. They had a help wanted sign on their window. But I didn't know what to say, so I walked right out.

MS. KEE: I see . . . Sit down, Larry. *(Larry sits behind a table. Ms. Kee sits beside him.)* I think I can help you. You have to be confident when you go for a job. You have to believe in yourself. Now, here's what you should say . . . *(Ms. Kee helps Larry figure out what to say at the interview.)*

It is now later in the day. Larry walks into the department store again. He sees the manager. Larry walks up to her, still a little scared.

LARRY: Excuse me, ma'am. Are you Ms. Smith?

MS. SMITH: Yes. What do you want?

LARRY: *(He talks softly, but tries to be brave.)* Ms. Kee, my English teacher, told me you had a job here . . . someone to be Barny the Clown? *(He hands Ms. Smith a card from Ms. Kee.)*

MS. SMITH: *(She looks at the card.)* Oh yes, I

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confident (KAHN fuhd uhnt)

40

need one or two people for the two weeks before school opens. Why do you want to do it?

LARRY: Well . . . I like kids and I think it would be fun to be Barny.

MS. SMITH: It's hard work. You'd have to work every day during the week and on Saturday. And those little kids can be really trying.

LARRY: That's O.K. I'm used to working hard and I like kids.

MS. SMITH: You're not quite the size I had in mind.

LARRY: Oh, I know I'd fit the clown suit. And I'll work hard. I'll do everything you ask. You can ask Ms. Kee for a reference.

MS. SMITH: Well, you seem to know what I want . . . and you seem pretty confident.

LARRY: Yes, Ms. Kee told me what you wanted. And I'm sure I can do it all.

MS. SMITH: O.K. Go try on the clown suit. If it fits, I guess I'll give you the job.

Fact Finders

1. Larry found out what the clown job was all about from:
   a. a help wanted ad
   b. his English teacher
   c. one of his friends
2. Ms. Kee told Larry how to:
   a. call for an interview
   b. write for a job
   c. feel confident
3. The statement below which best shows a feeling of confidence is:
   a. "I like children."
   b. "I'm sure I can do it all."
   c. "Please give me a chance."
4. Ms. Smith was willing to give Larry a chance because he seemed to be:
   a. good in English
   b. confident
   c. the right size

THINK TANK

Deep Think

1. What should Larry do to become more at ease with adults?

_____

_____

_____

_____

2. Why do you think employers like people who seem confident?

_____

_____

_____

_____

3. What are some ways you could become more confident about getting a job?

_____

_____

_____

_____

4. Who do you know who could help you become more confident about getting a job? How could that person help you?

_____

_____

_____

_____

Puzzler

Use the clues to help you fill in the missing letters. When you are done you will see the word confidence.

Clues

1. Larry was willing to work with small _____.
2. Adults are _____ than young people.
3. When you apply for a job, you should be _____ dressed.
4. To work with small children you have to be _____.
5. A talk with an employer about a job is an _____.
6. Larry's job was in a _____ store.
7. He would have to work _____ day during the week.
8. Ms. Kee gave Larry a slip with a _____ and address on it.
9. If you believe in yourself you are _____.
10. Someone who hires workers is an _____.

1. _ H _ _ _ D _ _
2. _ _ D _ R
3. N _ _ T _ _
4. _ _ I _ N _ _ Y
5. I _ _ E _ V _ _ _ _
6. _ _ P _ _ T _ _ N _
7. _ V _ R _
8. _ A _ E
9. C _ N _ _ D _ _ _
10. _ M _ _ O _ _ R

UNIT TEN

See Someone Who Counts

Marla loves to wear the latest fashions. But if Marla wants to stay in style, she's going to have to earn some money.

Marla asks her Aunt Bea for some ideas. Her aunt says, "Honey, since you like fancy clothes so much why don't you look for a job in those fancy stores that sell them. Besides getting paid, you could buy clothes at a discount."

"That's for me!" says Marla. "Do I just walk in and ask for a job?"

"That's not the best way. First find out who owns or runs the store. And if you're not sure what kinds of things they sell, find out so you can talk about them. Then call and ask for an appointment to see the owner or the manager."

"You mean go right to the top?" asks Marla.

"That's right, honey. See someone who counts. No sense wasting time with salesclerks. They can't hire you."

Marla takes her aunt's advice. She visits five fancy clothing stores. She finds out who owns or runs them, what they sell, and what kind of customers they try to please. Now she's ready to apply for a job.

---

fashions (FASH uhns)
discount (DIS kownt)

Fact Finders

1. Marla's aunt thought that Marla should try to get a job in a clothing store because:
   a. Marla sewed her own clothes
   b. Marla liked to wear fancy clothes
   c. Marla needed new clothes
2. If Marla worked in a clothing store she could:
   a. buy clothes cheaper
   b. borrow clothing
   c. learn to sew
3. Aunt Bea thought that Marla should learn about each store first and then make an appointment to see:
   a. a salesclerk
   b. the owner or manager
   c. one of the customers

Marla Makes a Good Impression

The time is 2:00 p.m. on a weekday afternoon. Marla enters the Smart Set—a clothing store. She walks up to a woman who is putting up a sale sign.

MARLA: Excuse me, Miss. I'm looking for Mrs. Grant. I have an appointment with her for 2:00 o'clock.

MRS. GRANT: I'm Mrs. Grant. Are you the young lady I talked with on the phone? Marla Ross?

MARLA: Yes, Mrs. Grant.

MRS. GRANT: Haven't I seen you here before?

MARLA: Yes, ma'am. I buy clothes here . . . when I can afford them.

MRS. GRANT: *(smiling)* That looks like one of our dresses you're wearing. Is it?

MARLA: *(with a big grin)* Yes, ma'am, it is. I bought it during one of your half-price sales.

MRS. GRANT: Well, I can see you have good taste and you're a smart buyer, too. Why don't we sit down and chat a bit. *(They both sit.)* Now, Miss Ross, how did you happen to call for an interview? I haven't run any ads for help.

MARLA: I know, but I would like to work here. So I thought that if I came in to see you and you liked me, you might call me in when you do have an opening.

MRS. GRANT: I see . . . Why would you like to work here?

MARLA: I like the clothes you carry and the people who shop here.

MRS. GRANT: Have you had any experience?

MARLA: Not in a store like this. But I used to sell things at the student store in school.

MRS. GRANT: Then maybe you know selling isn't easy.

MARLA: Oh, I know. I remember the way

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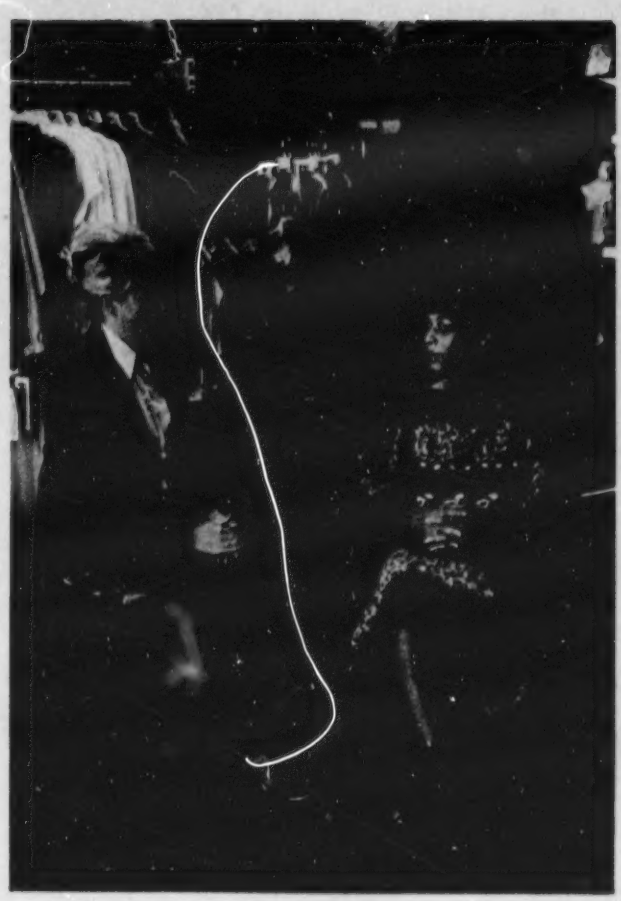
we had to advertise at school to get kids into the store. And waiting on them wasn't always easy. But I enjoyed it.

MRS. GRANT: Well, I don't know. You are young and you really haven't had the kind of experience I usually look for.

MARLA: I may not have much experience, but I do know a lot about clothing. I've studied fashions in school. I know about fabrics and designs. I know all the big names in fashion and what's in style right now. And I know what the people who shop here like.

MRS. GRANT: *(She studies Marla for a moment.)* You do seem to dress well, Miss Ross. And you speak well and have a very pleasant smile. And you seem to know my shop pretty well. I tell you what . . . As soon as the back-to-school rush starts, I'll give you a call. Leave me your name and number.

MARLA: Oh, thank you, Mrs. Grant. I know you won't be sorry.



advertise (AD ver tighz)
fabrics (FAB riks)
designs (di ZIGHNS)

Fact Finders

1. Marla knew there were no openings, but she hoped that Mrs. Grant would:
   a. give her a job right away
   b. fire someone and hire her
   c. call her in when she had an opening
2. Marla had done some selling in:
   a. her aunt's store
   b. a clothing store
   c. her school's store
3. Marla made a good impression on Mrs. Grant by:
   a. being smart alecky and pushy
   b. knowing a lot about the shop
   c. being cute and funny
4. Other things that impressed Mrs. Grant were how Marla:
   a. stood and walked
   b. dressed and talked
   c. bragged and boasted

THINK TANK

Deep Think

1. Mrs. Grant is the person "who counts" at the Smart Set. Why was it a good idea to see her about a job, instead of one of the salesclerks?

_____

_____

_____

_____

2. What are some of the things that Marla did to make a good impression on Mrs. Grant?

_____

_____

_____

_____

3. List some places where you think you might like to work. Try to find out who you should see at these places.

_____

_____

_____

_____

4. What can you do to make a good impression on people who may hire you?

_____

_____

_____

_____

Puzzler

Here are some important hints for all job hunters. After you read the hints, see if you can find each of the words in the hidden word puzzle. Circle each word as you find it. Then cross the word off in the hints.

The words in the puzzle may be printed across, down, backwards, or on a slant. THE and AND appear twice.

Hints for Job Hunters

1. ~~TELEPHONE~~ FIRST.
2. KNOW SOMETHING ABOUT THE JOB AND THE COMPANY.
3. BE . . .
   PREPARED,
   NEATLY DRESSED,
   WELL GROOMED,
   POLITE, AND
   ON TIME.

J O B T W Z A K N V R U I
S T E L E P H O N E G K L
O D R P L R B Z F I R S T
M Z U S L E C D N A O N I
E T I L O P N R Q J O X M
T H E J N A B O U T M R E
H C O T K R Q Z T H E A L
I E W Y N E A T L Y D N A
N S H B O D R E S S E D T
G T U E W I C O M P A N Y

UNIT ELEVEN

Show How You Can Help

Don often made short trips for his mother so he would have a chance to drive the car. Between trips he used the car to visit friends.

One day Don's mother told him she thought it was about time he got a job. "If you want to drive the car all the time," she said, "you'd better start paying for the gas."

"Yeah, I guess so," Don mumbled. He didn't want his mother to tell him what to do. He knew he should get a job and earn some money. His mother didn't have to tell him that.

Don began thinking about jobs. Where could he get a job that he would like? There was the service station. But he didn't know anything about cars—except how to drive them. What could he do?

Then it hit him. Of course, the drive-in milk store! Some days Mr. Shariff—the owner—seemed very busy. "I'll bet he could use some help," Don thought. "All I have to do is prove it to him."

Fact Finders

1. Don liked to go places for his mother so he could:
   a. get out of the house
   b. spend money
   c. drive the car
2. Don's mother wanted him to:
   a. clean the house
   b. pay for gas
   c. clean the car
3. Don was going to ask Mr. Shariff for:
   a. some milk
   b. a loan
   c. a job

Helping Out at the Milk Store

The time is 3:30 p.m. on a weekday afternoon. Don walks into the Milk Barn, a drive-in milk store. He waits for Mr. Shariff to finish with a customer. Then he talks to him.

DON: Hi, Mr. Shariff! How are things going today?

MR. SHARIFF: Why, hello, Don. Oh, it's been busy, really busy. This is the first break I've had in at least two hours. And it'll pick up again soon.

DON: Why don't you have someone helping you, Mr. Shariff?

MR. SHARIFF: I can't find anyone who wants to work. This is hard work and no one wants to work hard anymore.

DON: I like to work, Mr. Shariff. I work really hard. I'd be glad to help you. *(Don waits for Mr. Shariff to say something. When he doesn't say anything, Don rushes on.)* It seems like you are doing really well. Your business is growing. More and more people seem to come in. If you had someone else helping, you wouldn't have to work so hard—and the customers would get faster service.

(A car drives in.)

MR. SHARIFF: Excuse me, Don. I have to wait on this customer.

Mr. Shariff waits on the customer. Then another car drives up. And another. Don tries to help by getting milk out of the cooler. Soon it is quiet again.

MR. SHARIFF: Thanks for the help. You're a good fellow. Now I have to get ready for the big rush. It will start in a half hour.

DON: Can I stay and help? I want to show you how much easier it would be with another person helping you. I'll do whatever you say.

MR. SHARIFF: So, you came in here for a job, huh? I wondered why you said all those things before.

DON: Can I just help this afternoon? That's all I want . . .

MR. SHARIFF: Just to help? No money?

DON: No money. If I can prove to you that I can help you, then we'll talk about a job later.

MR. SHARIFF: O.K., when the rush starts, we'll see what you can do.

For two hours Don works side-by-side with Mr. Shariff. He gets milk for the customers. He bags milk. He carries the milk to customers' cars. At the end of the rush Mr. Shariff turns to Don.

MR. SHARIFF: It's been nice having you here, Don. You did help. Why don't you come around tomorrow and we'll talk about a possible job?

DON: Thanks, Mr. Shariff. I'll see you tomorrow.

Fact Finders

1. When Don first went in to see Mr. Shariff the Milk Barn was:
   a. a little slower than usual
   b. a little busier than usual
   c. closed for a break
2. Don wanted to show Mr. Shariff that he could help him:
   a. make bigger sales
   b. give faster service
   c. bring in more customers
3. When it got busy again, Don:
   a. left and went home
   b. stayed and helped
   c. stood out of the way
4. To prove how helpful he could be during the big rush, Don volunteered to:
   a. work for little pay
   b. work for no pay
   c. work for some milk and cookies

THINK TANK

Deep Think

1. What made Don think that the Milk Barn would be a good place for him to look for a job?

2. What did Don do to get Mr. Shariff to hire him?

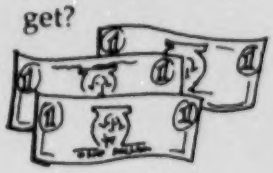
3. If you were Mr. Shariff, what would you like about Don?

4. Would you be willing to work without pay for a few hours to show someone what a good worker you could be? Why or why not?

Puzzler

If you ever work in a store you may have to take payment and make change. See how fast you can figure out how much change the customer should get in each example below. The first is done for you.

1. The amount is $2.25. The customer gives you $3.00. How much change does she get?



$3.00
−2.25
$ .75

2. The amount is $4.67. The customer gives you $5.00. How much change does he get?

3. The amount is $9.42. The customer gives you $10.00. How much change does she get?

4. The amount is $3.02. The customer gives you $5.02. How much change does he get?

UNIT TWELVE

Ask for a Tryout

Sharon often stopped at the Good Pickings market on her way home from school. It had the best fruits and vegetables in town. But whenever she went to the market she would have to stand in a long line at the checkout counter.

One day, Sharon heard a man in line say, "I hate coming in here in the afternoon. But it's the only time I can shop."

"Me too," said the lady in front of him. "I've decided to go to the Southside Market from now on. Maybe their stuff isn't as good, but they care more about their customers."

Sharon listened with interest. She noticed that the reason the checkout line moved so slowly was that the owner did his own bagging. The line would move much faster if someone else did the bagging.

Sharon had been looking for a job without any luck. Now she thought, "I'm going to see if Mr. Lin will hire me here as a bagger. But I'd better come back when he's not so busy."

Fact Finders

1. Customers were upset about:
   a. long lines at the checkout counter
   b. spoiled fruits and vegetables
   c. high prices of the products
2. Sharon felt that the problem would be solved if the market had:
   a. another cashier
   b. a good manager
   c. a bagger
3. Sharon decided to come back when it wasn't so busy to:
   a. complain to the manager
   b. ask for a job
   c. do her shopping

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Good Pickings Gets a Helper

The time is 8:00 a.m. on the next day. Sharon stops at the Good Pickings on her way to school. The market has not yet opened for business. The owner, Mr. Lin, is filling the lettuce bin.

MR. LIN: *(He sees Sharon walking toward him.)* I'm not open yet, Miss.

SHARON: I know, Sir. But I wonder if I could talk with you for a minute.

MR. LIN: What is it? I'm very busy.

SHARON: Seems to me you always are. I know it sure was busy here yesterday afternoon when I came in to shop.

MR. LIN: It's always like that in the late afternoon. Try to come in earlier.

SHARON: I can't. Neither can the other people who work or go to school. I was thinking the line would go much faster if you just had someone bagging for you.

MR. LIN: Can't afford anyone else. Costs too much money. *(He keeps working.)*

SHARON: But wouldn't more people come to the store if they knew they could get faster service?

MR. LIN: *(He looks sharply at Sharon.)* What did you come here for, anyway?

SHARON: I'd be glad to help you out in the afternoon. I could bag groceries and clean up and help make things easier for you.

MR. LIN: Don't think you'd make it any easier. Even minimum wage would be too much.

SHARON: Just two extra customers an hour could probably help pay my salary. And

---

minimum (MIN uh muhm)

52

then there would be better feelings about your store.

MR. LIN: What do you mean by that?

SHARON: The other day when I was in line I heard some customers say they were tired of always having to wait. One customer talked about going over to Southside Market. She said the service was better there.

MR. LIN: I try to give good service . . . when I'm not too busy.

SHARON: But when you are busy that service is not good enough and you're losing customers. All I want is a chance to show you that an extra person here in the afternoon can bring in more money for you.

MR. LIN: *(He looks doubtful.)* I don't know...

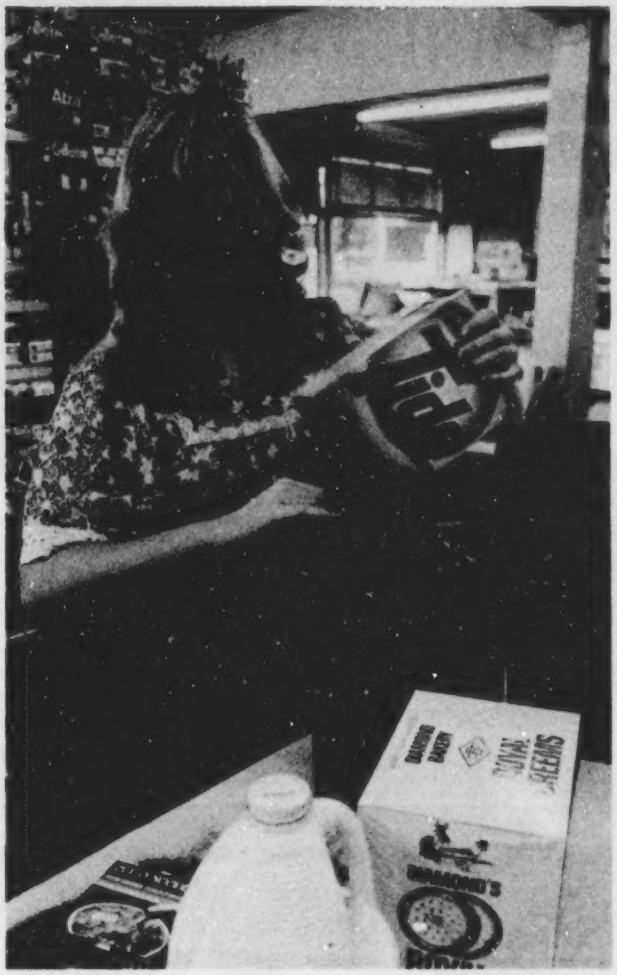
SHARON: I tell you what. Just hire me for one month. If business doesn't pick up by then you can let me go. Just give it a try. O.K.?

MR. LIN: No . . . I don't think so. . . .

SHARON: What about two weeks? Your customers deserve the best. You have a much better selection of fresh fruits and vegetables than the Southside Market. Let me help you.

MR. LIN: O.K. Come back tomorrow before school and I'll teach you how to bag. Then you can start bagging after school. If you're good, maybe I'll keep you. We'll see.

SHARON: Thanks, Mr. Lin. I know I can really help out if you let me. See you tomorrow!



Fact Finders

1. Sharon went to see the owner of the Good Pickings:
   a. before the market opened
   b. when the market was busy
   c. after the market closed
2. Sharon told Mr. Lin that if he hired her he would:
   a. lose customers
   b. get more customers
   c. need another cashier
3. Sharon told Mr. Lin that:
   a. she would shop elsewhere
   b. the store was dirty
   c. customers were complaining
4. Sharon asked Mr. Lin to try her out for:
   a. two years
   b. one week
   c. two weeks

THINK TANK

Deep Think

1. What made Sharon think she could get a job at the Good Pickings market?

2. How did Sharon get Mr. Kee to give her a chance?

3. What places do you know of that get extra busy during certain times of the day?

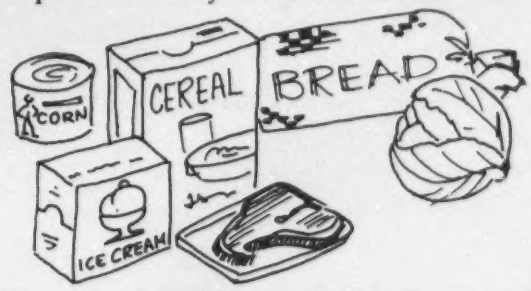
4. What would you say to the owner or manager of one of these places if you wanted a part-time job there?

Puzzler

There is a lot to know about bagging. For example: what to put on the bottom, what to put on top, what should be wrapped in plastic, and how to fit things in.

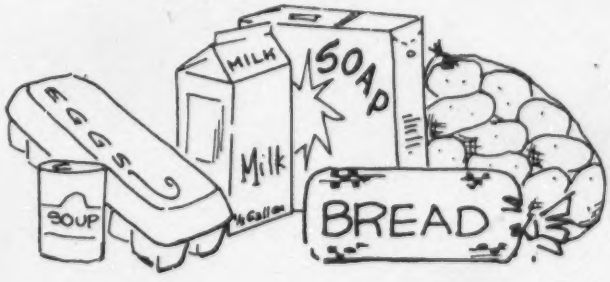
Here are three bagging problems. Decide how you would solve them.

1. Here are six items to be bagged. Mark an X on two items that should be wrapped in plastic so they won't leak.



2. Here are four items. Mark a B on each item that should go on the bottom. Mark a T on each item that should go on top.

3. Here are six items. Mark a 1 on the item you would put in first. Mark a 2 on the item you would put in next. Mark a 3 on the next item, and so on.



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UNIT THIRTEEN

Keep Trying

Alan looked at the want ads. "Here's a job I can do," he said out loud. "Hey, Mom, I'm going to get a job!"

"You're what?" Alan's mother asked.

"I'm getting a job," Alan said. "It says right here: Wanted, waiter, Freda's Steak House, 2690 Main. I'm going to apply."

Alan changed his clothes, combed his hair, and brushed his shoes. Then he walked to Main Street. But when he got to the restaurant the owner was gone.

The next day Alan telephoned the restaurant. "I'd like to speak to the owner or manager," he said.

"Freda's not here right now," said the person on the other end. "Can I help you?"

"I'm calling about the job she listed in the newspaper," said Alan. "I'd like to apply for it."

"Well, you'll have to call back or come in," said the other person. "I don't know anything about it." The person hung up.

Alan called a few more times without any luck. But he wouldn't give up. "I'll keep calling until I get an appointment for an interview," he said to himself.

---

apply (uh PLIGH)

Fact Finders

1. Alan found out about the waiter's job from:
   a. his friend
   b. his mother
   c. a newspaper ad
2. Before Alan went to the restaurant he:
   a. changed his clothes
   b. wrote a letter
   c. called his friend
3. When he had trouble reaching the owner of the restaurant, Alan decided to:
   a. look elsewhere for a job
   b. give up on getting a job
   c. keep trying to reach her

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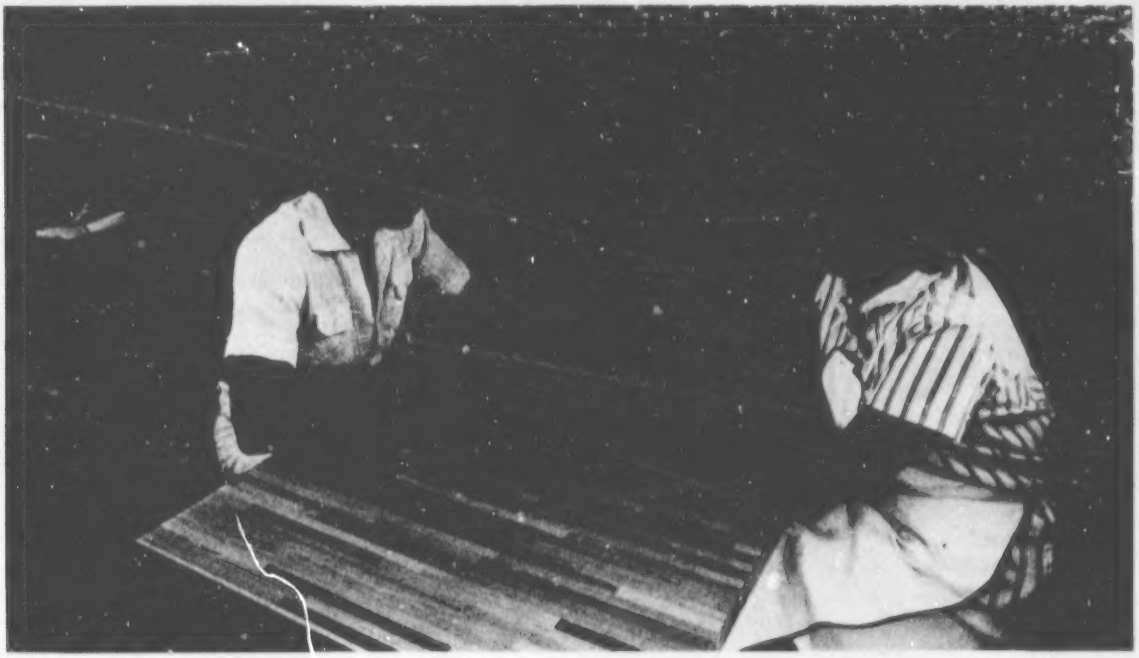
Alan Wins a Chance



The time is 3:30 p.m. Alan is on the phone at home. He has finally reached Freda, the owner of Freda's Steak House.

ALAN: You put the ad in so you must need someone. Please, may I have an appointment to talk to you?

FREDA: All right. Be here in half an hour. I don't have much time.

Alan quickly puts on clean clothes and walks as fast as he can to Freda's. Soon he and Freda are sitting at a table in Freda's restaurant.

FREDA: Well, Alan, you certainly have been persistent in trying to get this job.

ALAN: Yes, I need a job and this is one I'm sure I can do.

---

persistent (per SIS tuhnt)

56

FREDA: Have you had any experience in a restaurant?

ALAN: No, I haven't. But I'd be very willing to learn.

FREDA: Restaurant work is hard. Sometimes you work several hours without sitting down.

ALAN: Oh, that's all right. I'm in good shape. And I walk a long way to school every day. I'm sure I could take it.

FREDA: You think so, huh? Well you certainly seem to want the job . . .

ALAN: *(smiling)* You did have the ad in the newspaper.

FREDA: But then I decided we really didn't need so many waiters. I was going to tell anyone who called that we couldn't hire anyone else.

ALAN: You won't be sorry if you hire me. I'll really work hard. I could help out in the kitchen, too. I can peel and cut vegetables, crack eggs, roll dough . . . I'm really good in the kitchen.

FREDA: *(smiling)* You know, Alan, I like your spunk. I think I will give you that chance. I'll try you out for a week. If you really are a hard worker, I'll keep you.

ALAN: Thanks. You won't be sorry.

FREDA: I hope not. In any case, I like your persistence. You seem worth a try. Come back this time tomorrow and I'll see what you can do.

persistence (per SIS tuhns)

Fact Finders

1. After she put the ad in the paper, Freda decided she:
   a. needed more than one new waiter
   b. really didn't need anyone else
   c. should fire some employees
2. When Freda asked Alan if he had restaurant experience, Alan answered that he:
   a. had experience in a restaurant
   b. had no restaurant experience
   c. once sold hot dogs at school
3. When Freda said Alan would have to be on his feet a lot, Alan said he:
   a. wouldn't like that
   b. could take it
   c. liked being on his feet
4. The main reason Freda finally hired Alan was because he:
   a. was persistent
   b. had restaurant experience
   c. had a nice smile

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THINK TANK

Deep Think

1. In what way did Alan show that he was persistent and not a quitter?

2. If you were Freda, why might you like someone who was persistent?

3. Why do you need to keep trying, to be persistent, when you are out looking for a job?

4. What would you do if you were told that the manager of a place where you wanted to work wasn't in or couldn't talk to you?

Puzzler

Fill in the missing vowels (A,E,I,O,U) and get some hints about persistence. The first word is done for you.

Be Persistent

1. T E L E P H O N E

   F _ R _ N

   _ N T _ R V _ _ W.

2. _ S K _ F _ R _ T H _

   _ W N _ R _ R

   T H _ M _ N _ G _ R.

3. K _ _ P

   C _ L L _ N G

   _ N T _ L _ Y _ _

   G _ T _ N

   _ P P _ _ N T M _ N T.

4. _ L W _ Y S _ B _

   P _ L _ T _.

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Job Hunter's Kit

Now you have read about 13 young people who talked their way into jobs. If they could do it, so can you.

But job hunting isn't easy. The person who gets the job is the person who makes the extra effort. If you are ready to make that effort, read on.

Where Should You Look?

Start in your own neighborhood. Then look in other parts of town. Here are the kinds of places to look for.

- **Homes.** Busy people and sick or elderly people often need someone to help them take care of children, do their shopping or laundry, make small repairs, or do other odd jobs around the apartment or house. So check out your neighbors.
- **Stores, Shops, Service Stations, Car Washes.** Check out all these places. Look around and ask questions. See if they have any job openings that you could fill. Or see if there is some kind of service you could perform for them that they may not have thought of.
- **Restaurants and Fast Food Places.** Places that serve food often have jobs for young people. They may need busboys and busgirls, waiters and waitresses, dish washers, fry-cooks, etc. Check them out.
- **Factories, Canneries, Warehouses.** Places that build or make things, can or pack things, or store and ship things often need extra help. They're good places to look for work.
- **Hospitals, Nursing Homes, Homes for the Elderly.** Places that offer health care often need people to help take care of patients and to do odd jobs.
- **After School Centers, Recreation Centers, Park Departments.** Many of these places need people to help them run programs for young children, teenagers, and older people.
- **Business Offices.** Offices often need people to file, type, answer phones, greet people, or run errands.

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What Should You Ask?

If you see a place that interests you, find out who you should see to get information about jobs. Ask that person the questions on page 61. You may make copies of that page so you can have a question sheet for every person you talk to.

What Do You Have To Offer?

The more sure you are about what you have to offer, the better you will be at getting someone to hire you. So fill in the inventory on page 62. The inventory will help you think about and list the important things you have to offer an employer.

Where Should You Ask for a Job?

Let's say you have looked around your community and filled out a bunch of question sheets. And you have filled in the inventory so you know what you have to offer an employer. Then you would be ready to see which place could best use what you have to offer.

You may have found only one place that might have something for you. Or you may have found a number of places. List these places on the plan of action on pages 63–64. Then call each place and make an appointment to see the person who does the hiring. Or walk in and ask to see that person, if you think that might be better.

Which ever you do, good luck!

QUESTION SHEET

What Should You Ask?

When you visit a place of employment, such as a store or office or service station, see if you can get answers to the questions listed below. You may make copies of this page so that you can fill in the answers as you get them.

NAME OF PLACE _____

ADDRESS _____

TELEPHONE _____

PERSON YOU TALKED TO _____

1. What kinds of goods or services do you sell?

   _____

   _____

   _____

2. Do you ever hire people with little or no training? If so, for what jobs?

   _____

   _____

   _____

3. What is the pay for such jobs?

   $_____ per hour

4. Do you offer any kind of on the job training? If so, for what jobs?

   _____

   _____

   _____

5. What is the pay for such jobs while in training?

   $_____ per hour

   Later? $_____ per hour

6. Do you ever hire people for part-time work? If so, for what jobs?

   _____

   _____

   _____

7. What is the pay for part-time work?

   $_____ per hour

8. Are there any job openings now or any that may be coming up soon? If so, what are they?

   _____

   _____

   _____

9. Who would be the person to call or see about getting hired?

   _____

Thank you very much for answering my questions.

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INVENTORY

What Do You Have To Offer?

Think carefully about what you have to offer an employer. For example, Mark offered his ability to lift and move heavy boxes. Melissa offered her interest in motorcycles. Ben offered his experience working on a playground. What do you have to offer?

Abilities

List the things that you do well. For example: fixing things, baking cakes, training animals.

I am good at _____

_____

_____

_____

Interests

List the things you like to do. For example: collecting shells, shopping for clothes, playing baseball.

I am interested in _____

_____

_____

_____

Experience

List any kind of work you have done, paid or unpaid. For example: baby sitting, housecleaning, lawn mowing.

I have experience in _____

_____

_____

_____

Talents

A talent is a special ability to do well in anything: art, music, sports, gardening, taking care of animals. People are usually talented at things they enjoy. List the talents you have. If you think you don't have any, make a list of some things you like doing. How could you use your talents or favorite activities in the working world?

I am talented in _____

_____

_____

_____

Classes

List any classes you have taken that may help you get a job. For example: sewing, making home repairs, woodworking.

I have taken classes in _____

_____

_____

_____

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PLAN OF ACTION

Where Should You Ask for Work?

Look over your question sheets. Decide which places might have a job for you, or which places you might be able to talk into giving you a job. List those places below. Then call or visit them. If you get an appointment, write down the date and time of the appointment, the place you are to go to, and the person you are to see.

Name of Place _____

Address _____

Telephone Number _____ Person To Call _____

Date & Time of Appointment _____

Place of Appointment _____

Person To See _____

Name of Place _____

Address _____

Telephone Number _____ Person To Call _____

Date & Time of Appointment _____

Place of Appointment _____

Person To See _____

Name of Place _____

Address _____

Telephone
Number _____ Person To Call _____

Date & Time
of Appointment _____

Place of
Appointment _____

Person To See _____

Name of Place _____

Address _____

Telephone
Number _____ Person To Call _____

Date & Time
of Appointment _____

Place of
Appointment _____

Person To See _____

Name of Place _____

Address _____

Telephone
Number _____ Person To Call _____

Date & Time
of Appointment _____

Place of
Appointment _____

Person To See _____

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